

Excel 1 Student Handout

Basic definitions

Microsoft Office is made of several programs, the main programs are:

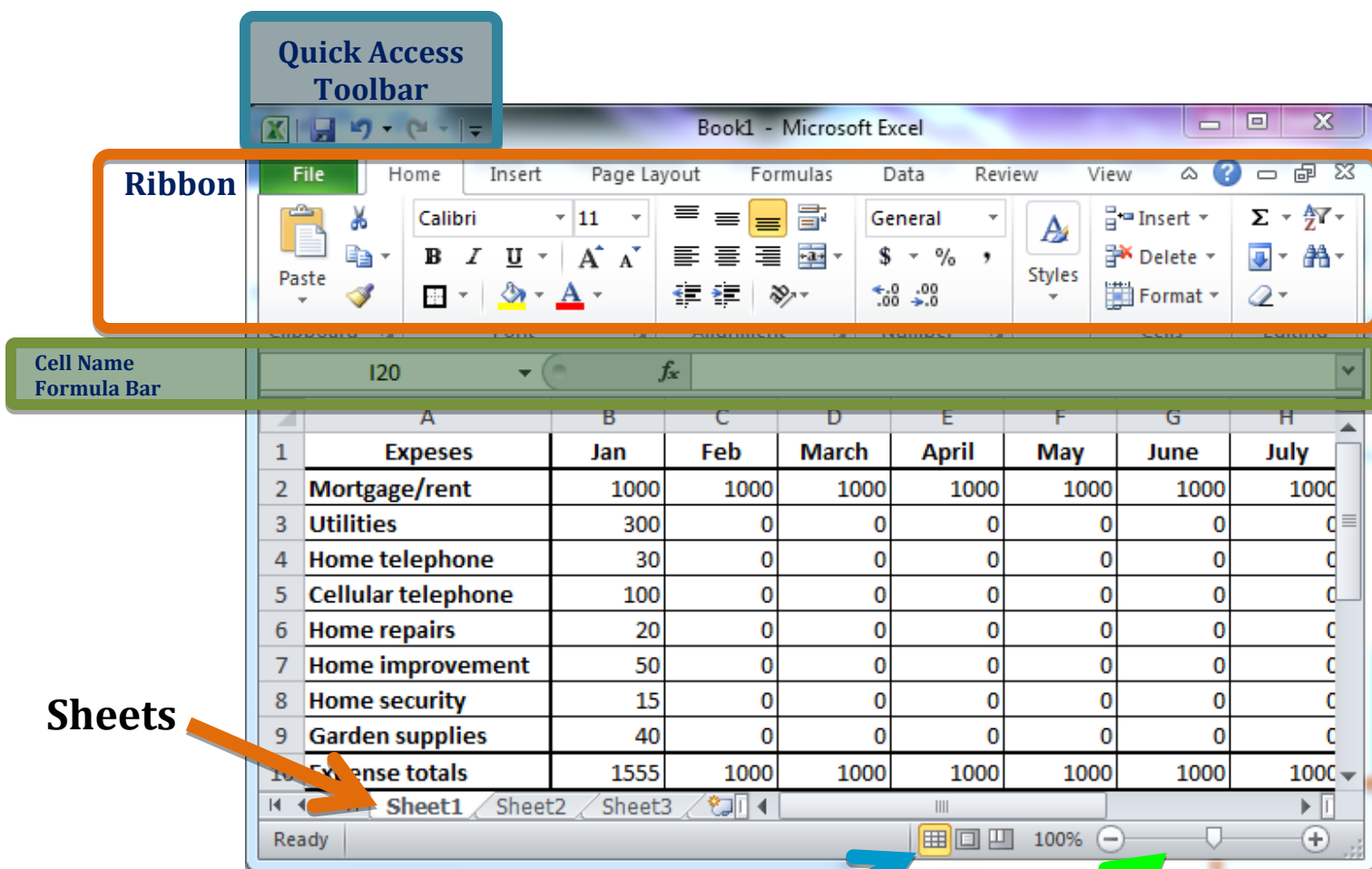
- Word - for writing text documents like & school papers
- PowerPoint – for presentations that will be projected on a screen
- Access- a database for large amounts of data typically used by businesses
- Excel – for creating spreadsheets

Spreadsheet – a grid of columns and rows for tracking data and calculating

The diagram shows a portion of an Excel spreadsheet. A blue box labeled 'Column' highlights the first column (A). A green box labeled 'Row' highlights the fourth row (4). An orange box labeled 'Cell letters' points to the intersection of column C and row 2, which contains the value '1000'.

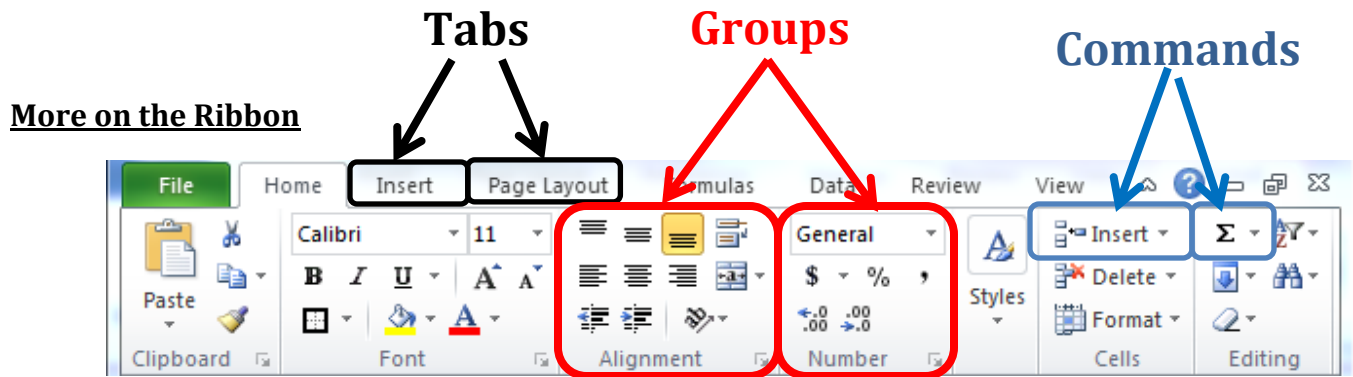
	A	B	C	D
1	Expeses	Jan	Feb	March
2	Mortgage/rent	100	1000	1000
3	Utilities	300	0	0
4	Home telephone	30	0	0
5	Cellular telephone	100	0	0
6	Home repairs	20	0	0
7	Home improvement	50	0	0
8	Home security	15	0	0
9	Garden supplies	40	0	0
10	Expense totals	1555	1000	1000

What's on the screen



Page View

Zoom (only for zooming on screen.
 Will not change printed zoom)

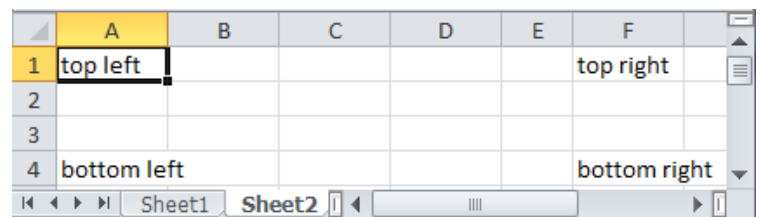


Navigating, Entering Data, clearing data

- **Arrow Keys** move the selected cell
- **Tab** moves to the right, **Shift+Tab** moves to the left
- **Enter/Return** move down, **Shift+Enter/Return** goes back up
- **Esc** gets out of a cell without making changes to its content

ACTIVITY 1: Use the arrows on the screen to move to the corner cells and enter the words “top left,” “top right,” “bottom left,” and “bottom right” as shown.

(Go to the corners of your screen – the columns and rows will not match the picture)




Selecting cells

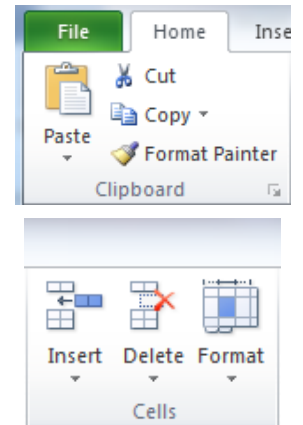
- Single click in a cell to **select the whole cell** – you can type over top of it and it will delete what is in the cell and overwrite it
- Double click in the specific location you want to **edit part of a cell**
 - Use the **formula bar** when the cell contents is too long.
- Click (but do not release) and drag on a cell to **select multiple cells**
 - Can also be done with keyboard. Select first cell, hold **shift** key and use the **arrow keys** to expand your selection
- **backspace** – clears only the first cell **delete** – clears all contents

ACTIVITY 2: On Sheet 2, enter the data in the table at right:

Expenses	Jan	Feb	Mar
Mortgage/rent	1000	1000	1000
Utilities	300	250	325
Groceries	275	35	30
Phone Service	100	110	100
Eating Out	125	25	225

Home Tab

- **Clipboard**
 - Copy (ctrl+c)
 - Paste (ctrl+v) – paste values vs. paste with formatting and formulas
 - cut – removes, but copies it for pasting
- Move by selecting column and click+dragging when the arrow looks like this: 
- **Cells**
 - insert cells (*right click is faster*)
 - delete cells
 - Adjusting column & height width

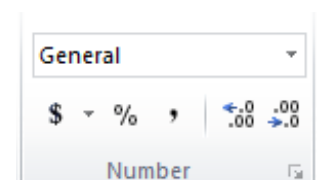
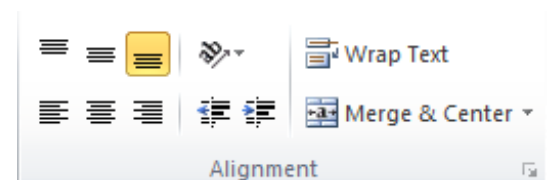
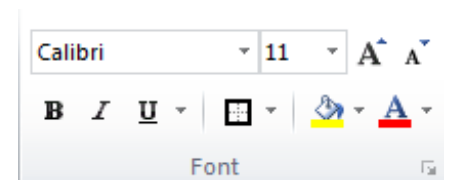


ACTIVITY 3: Copy, paste, move

1. copy all data onto second sheet
2. cut out column D
3. Paste cut column D content on top of Column C
4. Undo
5. Insert column between B and C
6. Paste column A into your new empty column

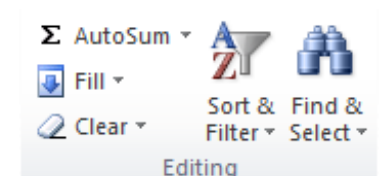
More in the Home Tab: Formatting

- **Font**
 - Bold
 - Change font size
 - Borders: all borders, bold border
- **Alignment**
 - Left/right/center alignment
 - merge and center
 - wrapping text
- **Number**
 - Format: currency, date and time, and percentage
 - Changing the decimal place shown



Simple, automatic math functions

- Auto sum rows and/or columns
- find the average of the columns



FINAL ACTIVITY - Choose your adventure

- a. Go back and review
- b. Create a spreadsheet showing how much money you are making by selling items on eBay. Include:
 - i. a column for the items you sell (suggestions: Alf clock, Star Wars figures, China Set you never use, and cross-stich landscapes)
 - ii. a column for price per item
 - iii. a column for shipping cost
 - iv. a column for total collected
 - v. a row for the average of price per item and shipping cost
 - vi. a row for the total collected summing all columns
 - vii. Formatting for the table with borders, bold headers, centering, automatic dollar signs, etc.
- c. Create a spreadsheet of your choice – be creative or realistic
 - i. Be sure to include sums and/or averages and format the table with borders, bold headers, centering, automatic dollar signs, etc.



*The Smith Public Library Computer Lab and Computer Training
Classes are paid for by the Broadband Technology Opportunities
Program and the City of Wylie*

